

## **CCMC Committee and CCMC Instructors Meeting**

**Thursday, June 11, 2020 10:00 AM**

### **E-Meeting**

Meeting access was as follows:

<https://global.gotomeeting.com/join/742531757>

United States (Toll Free): 1 786 535-3211    United States: 1 (786) 535-3211

Note: The CCMC Committee, the CCMC Course Instructors, the Chair of the Connecticut Tax Collectors' Association, Inc. (CTx) Education Committee, and the CTx Executive Board officers were all invited to this meeting.

The meeting was called to order at 10:05 am by CCMC Committee Chairman John Rainaldi. Attending by teleconference were: Martin Heft, Office of Policy and Management (OPM); from the CCMC Committee: Jennifer Gauthier, (OPM); William L. Donlin; Lisa Biagiarelli, David Kluczowski, Patricia Moio. Attending as instructors were: Dorian Owens, Ana LeGassey, Peter Juszczynski, David Greaves. Attending from the CTx Board were: Alan Wilensky, First Vice President; Lisa Madden, Education Chair and Second Vice President.

John Rainaldi introduced the discussion of New Business with responses to the survey of students. All of the students who had been enrolled in the Spring 2020 courses were surveyed regarding the prospect of distance learning for the Fall 2020 session. 37 out of 57 responded, and the responses were generally positive.

Some details were covered, including that Course 1 would begin with one review session, and then pick up where the instructors had left off, rather than starting over completely; and students would be given the option of enrolling in both Courses 3 and 4 concurrently. Some, but not all, of those surveyed expressed concern about a 'live' proctored exam. Roughly half of those responding expressed no concerns.

The Committee discussed which of several online platforms would be the best. Jennifer suggested not using Zoom because the State of Connecticut has chosen not to use this platform. Lisa Biagiarelli made a motion, seconded by William Donlin, that the CCMC Committee would purchase an account for GoToMeeting. The motion carried.

The Committee discussed the need for equipment for instructors to use in online learning and agreed at least four laptops should be used – one for each course. Lisa Biagiarelli made a motion, seconded by John Rainaldi, to purchase three additional laptops, at a cost not to exceed \$1,000 per item. The motion carried.

The Committee discussed potential liability issues that might arise as a consequence of the CCMC Committee hosting the CCMC courses through online learning. Students will be using municipal computers in many cases. The Committee would want to limit its responsibility for something happening either to the municipalities' equipment or to a student's personal computer through their use of the computer to take our classes. John agreed to send an email to Jennifer asking if OPM's

attorneys could clarify our liability. It was suggested to put a disclaimer in the registration materials that the Committee assumes no liability for anything that occurs as a consequence of a student using their own or the town's equipment to participate in our classes.

David suggested the Committee revise the student guidelines to account for online learning. Suggestions included: dress code; no smoking or vaping; making sure the device is charged in advance of the class session; limiting distractions, including moving objects and inappropriate backgrounds; ensuring the camera is on at all times and that the student is facing it. Ana suggested the Committee re write the guidelines referencing the online / virtual classroom setting as a 'classroom'. The rule about missing only one session was discussed and it was agreed this should be modified to account for the online learning scenario. It was agreed that a student could miss up to three hours of the course, and still be allowed to continue. For example, if a student's wifi connection were lost or there were some other interruption, they would be allowed to continue the class, as long as the time missed was not in excess of three hours in total. John said the Committee will re write the guidelines.

Potential issues were discussed, including showing videos, possible breakout sessions, and screen sharing between the instructors and students. Lisa Madden said GoToMeeting has tutorials to help instructors learn how to use the platform. Each class will do a test / trial run ahead of time. David suggested the online class sessions should be no longer than two hours each. The instructors will confer and get back to the Committee with their suggested schedules. The Committee suggested the earliest start date would be August 17, and the latest end date would be November 13, 2020. Jennifer noted that the CCMA program elected not to offer on line classes this session.

The issue of final exams was discussed. The Committee agreed to wait and see what the state of the pandemic is in the fall as classes wrap up. Preference would be to hold in person, written examinations, for the individual courses as well for as the final exam. The possibility of using other instructors, and / or CCMC Committee members, to proctor multiple physically distant exam seatings, was discussed.

Course 1 was already full in the spring, so there would be no new applicants for that course. It was agreed the Committee would put out the schedule for the other three classes, which would be starting from the beginning, and would accept new applicants for those classes.

It was agreed the Committee would meet again with the instructors prior to August 15, 2020.

The new CCMC Re-Certification guidelines and posted public comments were discussed. June 11, the date of this meeting, is the deadline for public comments. There were 12 comments posted, and all but one were positive. The Committee members are still thinking about how to break up the current group of CCMC designees so that not everybody is seeking to attain re-certification during the same time period. Jennifer said she would try to find out how the CCMA group handled this issue. It was noted this might have to be implemented in time for the Connecticut Tax Collectors' Association, Inc.'s seminar in March, 2021.

The next meeting date was not set, and there was no other business to discuss. William made a motion to adjourn the meeting at 11:02 am., seconded by John. The motion carried.

Respectfully submitted by Lisa Biagiarelli, Secretary